



REQUEST FOR PROPOSAL
RFP #1920-43 CITY OF LONGVIEW PROPERTY & CASUALTY INSURANCE

I. PURPOSE

This is a RFP soliciting quotation proposals from Insurance Carriers, Mutual Insurance Carriers, Risk Pools or Captives. Proposals **will not be accepted** from Insurance Brokers and/or Insurance Agencies as the City of Longview is already contracted with HUB International as its Consulting Broker and Agent of Record for all insurance placed for the City by contract.

II. DEFINITIONS

Respondent means the insurance carrier, mutual insurance carrier, risk pool or captive that submits a Submittal in response to this RFP.

Proposal means the documents required to be submitted under Section II (a).

III. SUBMITTAL - Documents must be submitted as follows:

A. At least one (1) complete original, two (2) complete copies and one (1) complete electronic version/thumb drive of the following documents must be submitted to the City of Longview.

Proposal Response including Completed Submission Forms	References
Bidder Certification and Addenda Acknowledgment	Respondent's Information Form
Bidder Information	Conflict of Interest Questionnaire
Certification Regarding Debarment	HB 89

B. The Proposal must be completed in ink or be typewritten.

C. The Proposal must be submitted in a sealed envelope or container that is marked on the outside of the envelope or container with the RFP Number and Name, as shown on the first page of this document, the Respondent's name and mailing address, and the date of the proposal deadline.

D. The Proposals may be:

HAND DELIVERED OR	
MAILED VIA FEDEX / UPS:	IF MAILING VIA USPS:
<u>Physical Address</u>	<u>Mailing Address</u>
City of Longview Purchasing Manager – Jaye Latch 300 W. Cotton Street Longview, TX 75601 (903) 237-1324	City of Longview Purchasing Manager – Jaye Latch P.O. Box 1952 Longview, TX 75606 (903) 237-1324

FACSIMILE OR EMAILED TRANSMITTALS WILL NOT BE ACCEPTED.

E. Proposals will be received on or before **3:00 p.m. Monday, June 29, 2020**. Proposals received after the Proposal due date and time will not be considered.

III. ADDITIONAL INSTRUCTIONS AND INFORMATION

A. If a Respondent finds a discrepancy in or omission from, or has a question about the meaning of, this RFP or other related document, the Respondent should immediately notify the Office of the city's Consultant: HUB INTERNATIONAL, Attn: Cameron Jones at cameron.jones@hubinternational.com on or before **5:00 p.m. on June 12, 2020**.

B. A Respondent may withdraw a Proposal by giving the Purchasing Office and HUB INTERNATIONAL written notice of the withdrawal before the Proposal deadline. If a Respondent submits written notice of the withdrawal after the Proposal deadline, a Respondent must receive the City's written consent to withdraw a Proposal.

C. Proposals received in response to this RFP will be reviewed and evaluated by City staff and HUB INTERNATIONAL.

D. Additional documents, amendments, and addendums relating to this RFP are available at the City of Longview's Purchasing Manager Office and on the City's website: <https://LongviewTexas.gov/Bids>.

E. Questions regarding this bid must be received by HUB INTERNATIONAL, no later than **5:00 P.M., June 12, 2020**. **Questions will not be accepted after this time.**

If you have any questions, please contact:

HUB INTERNATIONAL

Cameron Jones

Sr. Vice President

cameron.jones@hubinternational.com

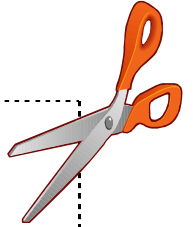
Vendors shall not contact members of the City staff with respect to this Request for Proposal (RFP) or the selection process. Contact with any personnel of the City, regarding this Request for Proposal may be grounds for elimination from the selection process.

The City does not assume responsibility for not receiving questions from the Respondent or the Respondent's receipt of any answers, addenda, or amendments placed on that website.



REQUEST FOR PROPOSAL

Cut along the outer border and affix this label to your sealed envelope to identify it as a "Sealed RFP". Be sure to include the name of the company submitting the proposal.



SEALED RFP ● DO NOT OPEN

CITY OF LONGVIEW PROPERTY & CASUALTY INSURANCE RFP

BID No. 1920-43

BID OPENING: June 29, 2020 @ 3:00 P.M.

For Information Contact:

**Jaye Latch
(903) 237-1324**

purchasing@longviewtexas.gov

Company Name:

Contact Name:

Telephone Number:

Bids must be addressed to:

**Jaye Latch
Purchasing Manager
PO Box 1952
Longview, TX 75606**

or

**Jaye Latch
Purchasing Manager
300 W Cotton St
Longview, TX 75601**

IV. GENERAL INSTRUCTIONS

This is a RFP soliciting quotation proposals from Insurance Carriers, Mutual Insurance Carriers, Risk Pools or Captives. Proposals **will not be accepted** from Insurance Brokers and/or Insurance Agencies as the City of Longview is already contracted with HUB International as its Consulting Broker and Agent of Record for all insurance placed for the City by contract.

The City of Longview will receive Proposals for: CITY OF LONGVIEW PROPERTY & CASUALTY INSURANCE RFP #1920-43. IT IS UNDERSTOOD that the City of Longview reserves the right to reject any or all proposals for any or all products and/or services covered in this request for proposal and to waive informalities of defects in such proposals. Proposals must be valid for one hundred and fifty (150) days after opening. The anticipated award(s) will be made in July/August for City of Longview Property & Casualty Insurance RFP #1920-43.

TO PROVIDE FOR: A contract commencing on the latest date executed by both parties and continuing for a one-year contract with an option to renew for 1 year at City's discretion. **If it is the respondent's intent to increase rates at the renewal date, the City must be notified of the maximum increase for each renewal period and the basis for calculating the increase.** The City must be notified of renewal rates at least 120 days prior to the effective date of the rate change.

Proposals must be submitted on the pricing forms included for that purpose in this packet. Each proposal shall be placed in a separate sealed envelope and **manually signed by a person having the authority to bind the Respondent in a contract** and marked clearly on the outside as indicated in this RFP. Respondents should carefully examine all terms, conditions, specifications and related documents. Should a respondent find discrepancies in or omissions from the specifications or related documents, or should there be doubt as to their meaning, HUB INTERNATIONAL, should be notified by **5:00 p.m. June 12, 2020** for clarification prior to submitting the proposal. In the event of any conflict between the terms and conditions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, the City of Longview and HUB INTERNATIONAL interpretation shall govern.

DOCUMENTATION: Respondent shall provide with this response all documentation required by this RFP. Failure to provide this information may result in rejection of proposal.

DESCRIPTIONS: Specifications may reference certain commercial property & casualty insurance coverages. It is the intent of the City of Longview to be **DESCRIPTIVE - NOT RESTRICTIVE** and to establish a desired quality level of service or products or to meet a pre-established standard of quality. Respondents may offer items of equal quality and the burden of proof of such quality rests with them. The City of Longview shall act as sole judge in determining quality and acceptability of products offered.

TAX EXEMPTION: The City is not liable to Respondent for any federal, state, or local taxes for which the City is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any item. The city's Tax Exemption Certificate will be furnished by the city on request of the Respondent.

EVALUATION FACTORS: Evaluation factors outlined in the RFP shall be applied to all eligible, responsive Respondents in comparing proposals. Award of a contract may be made without discussion to one of the Respondents submitting a proposal after responses are received. Proposals should, therefore, be submitted on the most favorable terms.

EVALUATION COMMITTEE: Proposals received in response to this RFP will be reviewed and evaluated by City staff and HUB INTERNATIONAL.

DISCUSSIONS: Formal or informal communication involving an oral or written exchange of information for the primary purpose of obtaining information essential for determining the acceptability of a proposal.

BEST AND FINAL OFFER (BAFO): In a competitive negotiation, the final proposal submitted after negotiations or discussions are completed that contains the proposer's most favorable terms for price, services and products to be delivered. Sometimes referred to as BAFO and utilized during the Request for Proposal method of procurement.

EVALUATION PROCESS: After receipt of the proposals, City of Longview and HUB INTERNATIONAL will evaluate the proposals based upon the evaluation criteria set forth in the Request for Proposal. The City has at its sole discretion, the ability to negotiate with the respondent determined to be the highest ranked after completion of the evaluations.

The City may elect to conduct discussions with the respondents deemed to be in the competitive range for award. If discussions are held, respondents identified in the competitive range will be given equal opportunity to discuss and submit revisions to their proposals. Revisions of proposals are accomplished by formally requesting Best and Final Offers (BAFOs) at the conclusion of discussions with a deadline set for receipt of BAFOs and including instructions as to exactly what should be submitted in response to the BAFO. After consideration of all BAFO responses, The City will select the top ranked respondent, and will enter into contract negotiations.

COSTS TO SUBMIT: The City of Longview will not be liable for any costs incurred by any respondent in preparation of a submittal in response to this request, in conduct of a presentation, or any other activities related to response to this RFP.

ADDENDA: Any interpretations, corrections or changes to this Request for Proposal and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Longview Purchasing Office and HUB INTERNATIONAL. Addenda will be available to all who are known to have received a copy of this RFP. Addenda can be found on the City of Longview Website: <https://LongviewTexas.gov/Bids>. It is the responsibility of the proposer to obtain a copy off all addenda pertaining to this RFP. Addenda may also be obtained by calling the City of Longview purchasing office at 903-237-1324. Respondents shall acknowledge receipt of all addenda on the Certification/Addenda Acknowledgement form found in this document.

LATE PROPOSALS: Proposals received in the City after the submission deadline will be considered void and unacceptable. City of Longview is not responsible for lateness or non-delivery of mail, carrier, etc. The date/time stamp in the Purchasing Manager's office shall be the official time of receipt.

ALTERING PROPOSALS: Proposals cannot be altered or amended after submission deadline. Any alterations or erasures made before opening time must be initialed by the signer of the proposal, guaranteeing authenticity.

REJECTION OF PROPOSALS: The Health Plan Board of Trustees may choose to reject all proposals and not award any contract.

AWARD: The City has the right to award a contract upon the conditions, terms and specifications contained in a proposal submitted to the City for a period of up to one hundred fifty (150) days following the date specified for the opening of proposals. The anticipated award(s) will be made around July/August for City of Longview Property & Casualty Insurance RFP #1920-43.

MANDATORY TERMS AND CONDITIONS

Because the City is a governmental entity that must follow State and Federal laws and has an obligation to protect its taxpayers, the City requires that certain terms be included in the contract that results from this solicitation. Your response to this solicitation is an offer to contract with the city based on the terms, conditions, and specifications contained in this solicitation. If any of the mandatory contract terms are unacceptable to you, please do not respond to this solicitation.

CONFLICTING PROVISIONS: The contract consists only of the city-prepared contract and any additional city or Respondent contract documents incorporated by reference as a part of the contract. If a conflict or inconsistency exists between the city-prepared contract and a document incorporated by reference, the city-prepared contract controls. If a conflict or inconsistency exists between an additional contract document incorporated by reference, the city's additional contract document takes precedence over the respondent's additional contract document.

PAYMENT PROVISIONS: The City's payments under the Contract, including the time of payment and the payment of interest on overdue amounts, are subject to Chapter 2251, Texas Government Code.

MULTIYEAR CONTRACTS: If City Council does not appropriate funds to make any payment for a fiscal year after the City's fiscal year in which the contract becomes effective and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first day of the successive fiscal year. (Section 5, Article XI, Texas Constitution)

LIABILITY AND INDEMNITY: Any provision of the Contract is void and unenforceable if it: (1) limits or releases either party from liability that would exist by law in the absence of the provision; (2) creates liability for either party that would not exist by law in the absence of the provision; or (3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision. (Section 5, Article XI, Texas Constitution)

CONFIDENTIALITY: Any provision in the Contract that attempts to prevent the City's disclosure of information subject to public disclosure under federal or Texas law or regulation, or court or administrative decision or ruling, is invalid. (Chapter 552, Texas Government Code)

TAX EXEMPTION: The City is not liable to Respondent for any federal, state, or local taxes for which the City is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any item. The city's Tax Exemption Certificate will be furnished by the city on request of the Respondent.

CONTRACTUAL LIMITATIONS PERIOD: Any provision of the Contract that establishes a limitations period that does not run against the City by law or that is shorter than two years is void. (Sections 16.061 and 16.070, Texas Civil Practice and Remedies Code)

GOVERNING LAW AND VENUE: Texas law governs this Contract and any lawsuit on this Contract must be filed in a court that has jurisdiction in Gregg County, Texas.

V. OTHER TERMS AND CONDITIONS

CONFLICT OF INTEREST: No public official shall have interest in this contract accept in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

ETHICS: The Respondent shall not offer or accept gifts or anything of value or enter into any business arrangement with any employee, official or agent of City of Longview. More than one proposal on any one contract from a Respondent or individual under different names shall be grounds for rejection of all proposals in which the Respondent or individual has an interest. One or all proposals will be rejected if there is any reason to believe that collusion exists between Respondents.

Respondents must make every effort to comply Chapter 176 of the Texas Local Government Code. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with the City of Longview, including affiliations and business and financial relationships such persons may have with City of Longview officers.

By doing business or seeking to do business with the City of Longview, including submitting a response to this Request for Proposals, you acknowledge that you have been notified of the requirements of Chapter 176 of the Texas Local Government Code and you are representing that you are in compliance with them.

Conflict of Interest questionnaire found on the last page of this document must be filled out and turned in with each proposal.

DISCLOSURE OF INTERESTED PERSONS FOR COUNCIL – APPROVED CONTRACTS: Under Section 2252.908 of the Tex Gov't Code - The Commission has approved a Certificate of Interested Persons form, which must be filled out, signed, notarized and submitted to the City at the time of execution of the Contract/Agreement, along with the certification of filing generated from the Commission's website. The Certificate of Interested Persons form is available on the Commission's website at <https://www.ethics.state.tx.us/tec/1295-Info.htm> and the successful Bidder/Proposer must follow the Commission's filing process adopted pursuant to the statute. The successful contractor's notarized Certificate of Interested Persons and certification of filing will be attached to the Contract/ Agreement.

PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL - Chapter 2270 of the Texas Government Code prohibits the City from entering into a contract with a company unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. The term "boycott Israel" has the meaning assigned by Section 808.001 of the Texas Government Code. The required verification is included with and made a part of this ITB, and the same or substantially similar language must be made a part of the final contractual agreement between the City and the successful bidder.

DELIVERY: Any delivery and freight charges (FOB City of Longview designated location) are to be included in the proposal price.

PACKING SLIPS: or other suitable shipping documents shall accompany each shipment and shall show:

1. Respondent company name and address;
2. Name and address of the City of Longview department the shipment is being made to;
3. Descriptive information as to the items delivered, including quantity and part numbers.

INVOICES: submitted for payment shall be addressed to:

City of Longview
P.O. Box 1952
Longview, Texas 75606

Periodic payments will be made within 30 days of invoice date or satisfactory delivery of the product or service, whichever is later, provided that all other requirements as detailed in the contract have been fulfilled.

WARRANTY: Successful Respondent shall warrant that all items or services shall conform to the proposed specifications and all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.

PATENTS/COPYRIGHTS: The successful Respondent agrees to protect City of Longview from claims involving infringements of patents and/or copyrights.

TERMINATION OF CONTRACT: The City of Longview reserves the right to terminate the contract immediately in the event the successful Respondent:

1. Fails to meet delivery schedules;
2. Defaults in the payment of any fees;
3. Otherwise fails to perform in accordance with this contract;
4. Becomes insolvent and/or files for protection under bankruptcy laws.

Such termination is in addition to and not in lieu of any other remedies that City of Longview may have in law or equity. Respondent, in submitting this proposal, agrees that City of Longview shall not be liable to prosecution for damages in the event that the City declares the Respondent in default.

TERMINATION FOR CONVENIENCE: The contract may be terminated, without penalty, by either party by providing 30 days' written notice to the other party.

NOTICE: Any notice provided by this RFP or required by law to be given to the successful Respondent by City of Longview shall be deemed to have been given and received on the next business day after such written notice has been deposited in the U. S. mail in Longview, Texas, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful Respondent at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

ASSIGNMENT: The successful Respondent shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of City of Longview.

OVERVIEW

Client:	City of Longview
Industry:	Municipality
Seeking Coverage:	City's Property & Casualty Insurance Coverages
Size:	Established May 17, 1871 Population of 81,647 947 Employees Payroll of \$45,255,449 174 Paid Police Officers / 5 Reserves 178 Paid Fireman 510 Volunteers 450 Miles of Paved Streets 3 Pools 3 Lakes
Location:	140 E. Tyler, Suite 400 Longview, TX 75601
Coverages to Bid:	Property General Liability Employee Benefits Liability Law Enforcement Professional Liability Public Entity Management Liability Employment Practices Liability Commercial Auto Workers Compensation Equipment Fine Arts Animal Mortality & Theft Abuse & Molestation Watercraft Healthcare Professional Liability Special Events Coverage – Fireworks, Rodeo Day Care / Camps / Recreational & Athletic Programs Public Parks & Pools, Public Water Works & Utilities
Commission:	All Coverages: Level 10%

Timetable:	Release of Request For Proposal	5/28/2020
	Deadline for Questions	6/12/2020 5:00 PM
	Final Addenda	6/19/2020
	Proposal Deadline	6/29/2020 3:00 PM
	New Coverage Effective	10/1/2020

Direct All Questions To: **HUB INTERNATIONAL**
 Cameron Jones
 Senior Vice President
 cameron.jones@hubinternational.com

Comments: The City of Longview is requesting competitive bids for the 10/1/2020 effective date. The current carrier is TML for all coverages being requested in this RFP.

ASSUMPTIONS AND EXPECTATIONS

Assumptions are as follows:

1. The proposal is to be based on the proposed property and casualty insurance exposure basis.
2. The quote is to be based upon the information provided in the RFP.
3. All coverages listed are to be provided coverage at 12:01am 10/01/2020.
4. All Respondent proposal offerings will comply with all Texas Department of Insurance regulations, state and federal law.
5. This RFP is for a one year contract with an option to extend one year at the city's discretion. **If it is the respondent's intent to increase rates at the renewal date, the City must be notified of the maximum increase.** The City must be notified of renewal rates at least 120 days prior to the effective date of the rate change.
6. It is expected that the proposer will working closely and cooperate with HUB INTERNATIONAL for any clarification need and will help to ensure a smooth 10/01/2020 renewal transition and continued cooperation throughout policy period.
7. It is expected proposers to the RFP will submit performance guarantees in writing to ensure satisfactory delivery of proposed services and pricing throughout contract term.
8. To assist the City in it's risk management efforts it is expected the proposer will provide allowances to assist in safety inspection, training and consultation of at least 7% of the premiums and will work in coordination City personnel and the Risk Services Division of HUB INTERNATIONAL.

VENDOR SELECTION CRITERIA OVERVIEW

Selection Criteria:

In addition to cost, the City of Longview is looking for a carrier or vendor who can provide a high level of service and whose products hold with long-term cost containment goals.

Length:

1 Year contract with a renewal option for 1 year at the City's discretion.

VENDOR SELECTION CRITERIA

I. Cost (30%)

- a) Fixed Costs: includes insurance costs and any administrative costs
- b) Variable Costs: costs associated with deductibles or retentions of coverages
- c) Ability to reduce claims expense: network discounts and network access and any other claims cost cutting tools and resources

II. Cost Containment / Innovative Solutions (20%)

The respondents demonstrated and proposed ability to implement innovative cost containment solutions is a significant factor to provider selection. These can include but are not limited to:

- a) Medical Bill Review Cost Containment
- b) Workers Compensation Healthcare Network discounts
- c) % of Closed Claims within 60 days
- d) Proactive health risk management solutions & incentive allowances

III. Enhanced Coverage/Claims Solutions (20%)

The respondents demonstrated and proposed enhanced coverage solutions for various lines of coverages that will benefit the city in the events of claims.

- a) Property coverage enhancements
- b) General Liability coverage enhancements
- c) Auto liability & physical damage coverage enhancements
- d) Overall public entity coverage enhancements
- e) Workers compensation & other coverages claims enhancements

IV. Communication (5%)

- a) Safety material for employees
- b) Dedicated credentialed safety specialist(s) that the City will have access to
- c) On-line resources and tools
- e) Bilingual capability

V. Claims Processing (10%)

- a) Turnaround time for claims acknowledgement and assigning adjusters
- b) Claims closure rates
- c) Historical reserving practices
- d) Claims handling practices and procedures
- e) Dedicated claims service team

VI. Integrated Systems / Technology Initiative (10%)

Capability to integrate systems between the City, HUB INTERNATIONAL and proposers risk management information system (RMIS). The following make up RMIS system:

- a) Electronic claims inquiry
- b) Summary of claims
- c) Adjusters notes
- d) Financial claims information such as paid, reserved, expenses, subrogation, etc.
- e) Claims analysis tools and graphing such as causation, body part, etc.
- f) Internet based risk management tools and resources such as training aids, policy and procedure documents, etc.
- g) Automotive liability ID cards
- h) Policy lookup features
- i) Certificate management systems

VII. Past Performance (5%)

- c) Active and terminated references
- d) Past relationship with the City
- e) Past relationship & experience working with HUB INTERNATIONAL
- f) Recognitions / reputation of proposer
- g) Financial Stability (AM Best Rating)

**CITY OF LONGVIEW
COVERAGES AND EXPOSURE BASIS**

PROPERTY	
Buildings	\$ 121,017,729
Business Personal Property	\$ 35,248,517
Electrical Equipment, Poles, Traffic	\$ 3,396,562
Signs & Score Boards	\$ 548,893
Light Poles	\$ 741,305
Fence	\$ 1,158,289
Total Blanket Limits	\$ 162,111,295
Form Coverage	Special
Business Income & Extra Expense	\$ 100,000
Equipment Breakdown - Direct Damage	Included
Equipment Breakdown - BI & Extra Expense	Included
Newly Acquired/Constructed Real or Personal	\$ 1,000,000
Property in Transit	\$ 1,000,000
Valuable Papers	\$ 100,000
Pollutant Cleanup	\$ 10,000
Accounts Receivable	\$ 10,000
Trees & Shrubs (\$250 Each)	\$ 10,000
Personal Property of Employees & Officials	\$ 5,000
Leasehold Interest	\$ 5,000
Valuation	Replacement Cost
Coinsurance	None
Flood Limit	\$ 5,000,000
Earthquake Limit	\$ 5,000,000
AOP Deductible - Per Occurrence	\$ 5,000
Wind & Hail Deductible - Per Occurrence	1%
Business Income & Extra Expense - Per Occ.	24HR
Flood	\$ 25,000
Quake	\$ 25,000

INLAND MARINE - EQUIPMENT	
Total Equipment Limit	\$ 3,519,282
Valuation	ACV
Coinsurance	None
Deductible - Per Occurrence	\$ 1,000

**CITY OF LONGVIEW
COVERAGES AND EXPOSURE BASIS - CONTINUED**

FINE ARTS	
Total Limit	\$ 327,500
Valuation	Agreed Amount
Coinsurance	None
Deductible	\$ 1,000

GENERAL LIABILITY	
General Aggregate	\$ 2,000,000
Products & Completed Operations Aggregate	\$ 2,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising Liability	\$ 1,000,000
Fire Legal Liability	\$ 1,000,000
Medical Payments	\$ 10,000
Employee Benefits Liability Aggregate	\$ 2,000,000
Employee Benefits Liability Occurrence	\$ 1,000,000
Sudden Pollution Aggregate	\$ 2,000,000
Sudden Pollution Per Occurrence	\$ 1,000,000
Blanket Additional Insured	Yes
Blanket Waiver of Subrogation	Yes
Primary & Non-Contributory	Yes
Deductible	None
<i>General Liability - Specific Designated Premises Limits</i>	
<i>Longview Mall - Community Police Par-20 Office Lease Requirements and Stroh Lease of 50.2444 Acres used for Soccer Fields</i>	
General Aggregate	\$ 4,000,000
Each Occurrence	\$ 2,000,000

LAW ENFORCEMENT LIABILITY	
Aggregate	\$ 2,000,000
Per Occurrence	\$ 1,000,000
Deductible - Per Occurrence	\$ 25,000

**CITY OF LONGVIEW
COVERAGES AND EXPOSURE BASIS - CONTINUED**

PUBLIC ENTITY MANAGEMENT LIABILITY	
Aggregate	\$ 2,000,000
Per Occurrence	\$ 1,000,000
Deductible - Per Occurrence	\$ 25,000

EMPLOYMENT PRACTICE LIABILITY	
Aggregate	\$ 2,000,000
Per Occurrence	\$ 1,000,000
Deductible - Per Occurrence	\$ 25,000

HEALTHCARE & SOCIAL SERVICES PROFESSIONAL LIABILITY	
Aggregate	\$ 2,000,000
Per Occurrence	\$ 1,000,000
Deductible - Per Occurrence	\$ 25,000

ABUSE & MOLESTATION	
Aggregate	\$ 2,000,000
Per Occurrence	\$ 1,000,000
Deductible - Per Occurrence	None

AUTO LIABILITY & PHYSICAL DAMAGE	
Combined Single Limit Liability	\$ 1,000,000
Uninsured Motorist Liability	\$ 1,000,000
Underinsured Motorist Liability	\$ 1,000,000
Hired & Non-Owned Auto Liability	\$ 1,000,000
Hired Car Physical Damage	\$ 50,000
Medical Payments	\$ 25,000
Blanket Additional Insured	Yes
Blanket Waiver of Subrogation	Yes
Primary & Non-Contributory	Yes
Liability Deductible	None
Comprehensive Deductible	\$ 10,000
Collision Deductible	\$ 10,000
Maximum Each Occurrence	\$ 20,000

**CITY OF LONGVIEW
COVERAGES AND EXPOSURE BASIS - CONTINUED**

WORKERS COMPENSATION	
Each Accident	\$ 1,000,000
Disease - Each Employee	\$ 1,000,000
Disease - Policy Limi	\$ 1,000,000
Blanket Waiver of Subrogation	Yes
Deductible	None

ANIMAL THEFT, MEDICAL & MORTALITY	
1 Scheduled Canine	\$ 12,500
Sugery	\$ 5,000
Loss of Use	\$ 10,000
Vet Fee - Injury (Usual & Customary)	Included
Deductible	None

UNMANNED AIRCRAFT (DRONE) LIABILITY	
Aggregate	\$ 1,000,000
Per Occurrence	\$ 1,000,000
Deductible	None

UMBRELLA	
Aggregate	\$ 10,000,000
Per Occurrence	\$ 10,000,000
Retention	None

See attached Excel File Workbook for Exposure Basis

**CITY OF LONGVIEW
PREMIUM & LOSS HISTORY**

CITY OF LONGVIEW
PREMIUM & LOSS HISTORY

COVERAGE	POLICY TERM	CARRIER	PREMIUM	CLAIM COUNT	TOTAL INCURRED	LOSS RATIO	MOD	Exposures
PROPERTY & BOILER & MACHINERY & FINE ARTS	2019-20	TML	\$202,539	0	\$0	0%	LIMIT	\$ 157,355,011
	2018-19	TML	\$191,462	2	\$19,708	10%	LIMIT	\$ 162,783,816
	2017-18	TML	\$168,053	1	\$14,892	9%	LIMIT	\$ 156,541,565
	2016-17	TML	\$148,093	1	\$39,768	27%	LIMIT	\$ 155,926,576
\$5k / 1% W&H DED	2015-16	TML	\$129,575	2	\$44,668	34%	LIMIT	\$ 148,160,082
TOTAL			\$839,722	6	\$119,036	14%		\$ 780,767,050
FLOOD & QUAKE	2019-20	TML	\$0	0	\$0	0%	LIMIT	\$ 5,000,000
\$25k DEDUCTIBLE	2018-19	TML	\$0	0	\$0	0%	LIMIT	\$ 5,000,000
	2017-18	TML	\$0	0	\$0	0%	LIMIT	\$ 5,000,000
	2016-17	TML	\$0	0	\$0	0%	LIMIT	\$ 5,000,000
	2015-16	TML	\$0	0	\$0	0%	LIMIT	\$ 5,000,000
TOTAL			\$0	0	\$0	0%		\$ 25,000,000
GENERAL LIABILITY	2019-20	TML	\$36,781	0	\$1,000	3%	LIMIT	\$1MIL OCC / \$2MIL AGG
\$0 DEDUCTIBLE	2018-19	TML	\$46,165	25	\$1,954	4%	LIMIT	\$1MIL OCC / \$2MIL AGG
	2017-18	TML	\$51,651	35	\$20,922	41%	LIMIT	\$1MIL OCC / \$2MIL AGG
	2016-17	TML	\$38,348	50	\$10,615	28%	LIMIT	\$1MIL OCC / \$2MIL AGG
	2015-16	TML	\$34,410	40	\$32,712	95%	LIMIT	\$1MIL OCC / \$2MIL AGG
TOTAL			\$207,355	150	\$67,203	32%		
LAW ENFORCEMENT LEGAL LIABILITY	2019-20	TML	\$44,107	2	\$460	1%	LIMIT	\$1MIL OCC / \$2MIL AGG
\$25k DEDUCTIBLE	2018-19	TML	\$50,630	1	\$868	2%		\$1MIL OCC / \$2MIL AGG
	2017-18	TML	\$53,613	2	\$72,247	135%		\$1MIL OCC / \$2MIL AGG
	2016-17	TML	\$44,273	1	\$850	2%		\$1MIL OCC / \$2MIL AGG
	2015-16	TML	\$41,240	0	\$0	0%		\$1MIL OCC / \$2MIL AGG
TOTAL			\$233,863	6	\$74,425	32%		
ERRORS & OMISSIONS	2019-20	TML	\$41,363	0	\$0	0%	LIMIT	\$1MIL OCC / \$2MIL AGG
\$25k DEDUCTIBLE	2018-19	TML	\$48,520	0	\$0	0%		\$1MIL OCC / \$2MIL AGG
	2017-18	TML	\$57,040	0	\$0	0%		\$1MIL OCC / \$2MIL AGG
	2016-17	TML	\$44,863	0	\$0	0%		\$1MIL OCC / \$2MIL AGG
	2015-16	TML	\$46,619	1	\$34,262	73%		\$1MIL OCC / \$2MIL AGG
TOTAL			\$238,405	1	\$34,262	14%		
INLAND MARINE	2019-20	TML	\$14,200	0	\$0	0%	LIMIT	\$ 3,519,282
\$1k DEDUCTIBLE	2018-19	TML	\$13,079	0	\$0	0%		\$ 3,241,367
	2017-18	TML	\$14,392	0	\$0	0%		\$ 3,593,656
	2016-17	TML	\$13,706	0	\$0	0%		\$ 3,566,456
	2015-16	TML	\$13,706	1	\$36,689	268%		\$ 3,566,456
TOTAL			\$69,083	1	\$36,689	53%		\$ 17,487,217
ANIMAL MORTALITY	2019-20	TML	\$1,800	0	\$0	0%	LIMIT	\$ 35,000
(2 Police Canines)	2018-19	TML	\$1,800	0	\$0	0%		(10K of w hich is the Surgery Limit
\$50 SURGERY	2017-18	TML	\$2,010	0	\$0	0%		Loss of Use & Veterinary Fee Cove
DEDUCTIBLE	2016-17	TML	\$2,010	0	\$0	0%		
	2015-16	TML	\$2,010	0	\$0	0%		
TOTAL			\$9,630	0	\$0	0%		
BUSINESS AUTO LIABILITY	2019-20	TML	\$120,640	7	\$98,134	81%	# OF	20 Fire Pumps / 2 Fire Antique
\$0 DEDUCTIBLE	2018-19	TML	\$117,854	19	\$279,029	237%		3 Fire Ladder / 3 Dump Trucks
	2017-18	TML	\$113,488	16	\$68,945	61%		25 Large Trucks / 4 Bucket
	2016-17	TML	\$85,495	15	\$78,714	92%		128 Police / 5 Police Cycles
	2015-16	TML	\$77,183	18	\$264,774	343%		3 Ambulance / 30 PP / 23 Garbage
TOTAL			\$514,660	75	\$789,596	153%		130 PU / 60 Trlr / 33 SUV / 1 RV
BUSINESS AUTO PHYSICAL DAMAGE	2019-20	TML	\$0	0	\$0	0%	# OF	11 (8 Garbage, 3 Fire)
\$10k DEDUCTIBLE	2018-19	TML	\$20,349	2	\$0	0%		
	2017-18	TML	\$14,428	1	\$0	0%		
	2016-17	TML	\$19,318	0	\$0	0%		
	2015-16	TML	\$23,978	0	\$0	0%		
TOTAL			\$514,660	3	\$0	0%		
WORK COMP	2019-20	TML	\$453,244	22	\$47,226	10%	PAY	\$ 48,765,497
	2018-19	TML	\$422,360	83	\$425,369	101%	MOD	\$ 47,810,460
	2017-18	TML	\$459,460	81	\$163,718	36%	CREDIT	\$ 47,454,760
	2016-17	TML	\$397,963	107	\$369,582	93%		\$ 44,360,830
	2015-16	TML	\$545,105	98	\$398,444	73%		\$ 44,451,230
TOTAL			\$2,278,132	391	\$1,404,339	62%		\$ 232,842,777

CITY OF LONGVIEW
PREMIUM & LOSS HISTORY - CONTINUED

COVERAGE	POLICY TERM	CARRIER	PREMIUM	CLAIM COUNT	TOTAL INCURRED	LOSS RATIO	MOD	Exposures
ANNUAL TOTALS	2019-20		\$914,674	31	\$146,820	16%		
	2018-19		\$912,219	132	\$726,928	80%		
	2017-18		\$934,135	136	\$340,724	36%		
	2016-17		\$794,069	174	\$499,529	63%		
	2015-16		\$913,826	160	\$811,549	89%		
5 YEAR TOTAL			\$4,468,923	633	\$2,525,550	57%		

Large Loss Claims Detail - Over \$20k								
LOB	DOL	Incurred	Status	Description				
Work Comp	11/25/2015	\$ 40,892	Closed	Water Dept. EE Slipped & fell striking elbow on asphalt				
Work Comp	12/2/2015	\$ 45,781	Closed	Police Officer Running and jumped over puddle of water tearing tendon				
Work Comp	12/17/2015	\$ 139,707	Closed	Fireman fighting fire fell from catwalk, sprain, contusion, concussion, cervical, lumbar,				
Work Comp	7/7/2016	\$ 46,190	Closed	Public Works Admin EE had chest pain				
Equipment - Robot	6/25/2016	\$ 36,689	Closed	Gunshots Damage city robot during Police SWAT civil commotion/riot call for service				
Employment Practices	5/26/2016	\$ 34,262	Closed	Public Works EE alleges disability, discrimination and retaliation				
Auto Liability	10/17/2015	\$ 165,025	Closed	Police vehicle failed to yield right of way and struck claimant vehicle				
Auto Liability	4/22/2016	\$ 21,000	Closed	Police vehicle failed to yield right of way pulling out in front of vehicle and was struck				
Work Comp	11/21/2016	\$ 30,018	Closed	Police officer possible dislocation of shoulder apprehending suspect				
Work Comp	12/21/2016	\$ 29,071	Closed	Public Works/Street & Traffic EE slipped on pine straw fracturing ankle falling backward				
Work Comp	12/22/2016	\$ 35,839	Closed	Police Officer strained left knee while conducting drills on floor mat				
Property - Building	5/28/2017	\$ 39,768	Closed	Severe storm damage to buildings				
Work Comp	6/8/2017	\$ 82,021	Closed	Police Officer vehicle sideswiped by vehicle causing multiple injuries to officer				
Work Comp	8/11/2017	\$ 21,456	Closed	Police Officer while arresting suspect fell on leg fracturing EE left lower leg, left ankle.				
Law Enforcement Prof.	9/14/2018	\$ 70,000	Open	Plaintiff alleges racial profiling, excessive force, violence & cruelty				
Auto Liability	4/17/2017	\$ 25,292	Closed	Public Works Maintenance EE rear ended vehicle causing them to rear end vehicle				
Work Comp	1/18/2018	\$ 34,648	Closed	Police Officer fell on ice fracturing right ankle				
Auto Liability	4/17/2018	\$ 21,453	Closed	Garbage Truck driver accidentally pushed trigger on control arm & struck parked car				
Work Comp	10/22/2018	\$ 42,700	Open	Admin/Gen Services EE tripped on tile/carpet edge hurting right shoulder, knee & leg				
Work Comp	3/6/2019	\$ 64,621	Open	Police Officer strained left upper arm while practicing defense tactics				
Work Comp	7/16/2019	\$ 24,162	Open	Police Officer attempting to apprehend fleeing subject on foot twisted knee				
Work Comp	7/23/2019	\$ 25,683	Open	Fire Fighter strained left shoulder lowering gate on trailer				
Auto Liability	3/8/2019	\$ 104,694	Open	Police Officer failed to yield right of way turning left and struck motorcyclist				
Auto Liability	5/11/2019	\$ 55,000	Open	Ambulance driver backed up into claimants vehicle				
Auto Liability	8/8/2019	\$ 40,000	Open	Police Officer turning fast cutting corner and struck vehicle				
Auto Liability	10/23/2019	\$ 65,000	Open	Driver failed to yield right of way when turning left and struck claimant vehicle				
		\$ 1,340,972						

See TML loss runs for more detail of all claims.

EXCEL FILE DOCUMENT SUBMISSION FORM

**PLEASE COMPLETE SUBMISSION FORM IN FULL IN EXCEL FILE DOCUMENT
AND PROVIDE A COPY OF YOUR QUOTE**

CITY OF LONGVIEW - EXCEL SUBMISSION RESPONSE FORM		RFP #1920-43	COMMERCIAL PROPERTY & CASUALTY INSURANCE
VENDOR NAME	CONTACT NAME	CONTACT - TELEPHONE# / CELL #	CONTACT EMAIL ADDRESS

PREMIUM SUMMARY	
COVERAGES	PREMIUMS
Property	\$ -
Inland Marine - Equipment	\$ -
Fine Arts	\$ -
General Liability	\$ -
Law Enforcement Liability	\$ -
Public Entity Management Liability	\$ -
Employment Practices Liability	\$ -
Healthcare & Social Services Liability	\$ -
Abuse & Molestation	\$ -
Auto Liability & Physical Damage	\$ -
Workers Compensation	\$ -
Animal Theft, Medical & Mortality	\$ -
Unmanned Aircraft (Drone) Liability	\$ -
Umbrella	\$ -
Total of All Coverages	\$ -

PROPERTY		DID YOU QUOTE PER THIS? YES / NO	IF NO WHAT DID YOU QUOTE
Buildings	\$ 121,017,729		
Business Personal Property	\$ 35,248,517		
Electrical Equipment, Poles, Traffic	\$ 3,396,562		
Signs & Score Boards	\$ 548,893		
Light Poles	\$ 741,305		
Fence	\$ 1,158,289		
Total Blanket Limits	\$ 162,111,295		
Form Coverage	Special		
Business Income & Extra Expense	\$ 100,000		
Equipment Breakdown - Direct Damage	Included		
Equipment Breakdown - BI & Extra Expense	Included		
Newly Acquired/Constructed Real or Personal	\$ 1,000,000		
Property in Transit	\$ 1,000,000		
Valuable Papers	\$ 100,000		
Pollutant Cleanup	\$ 10,000		
Accounts Receivable	\$ 10,000		
Trees & Shrubs (\$250 Each)	\$ 10,000		
Personal Property of Employees & Officials	\$ 5,000		
Leasehold Interest	\$ 5,000		
Valuation	Replacement Cost		
Coinsurance	None		
Flood Limit	\$ 5,000,000		
Earthquake Limit	\$ 5,000,000		
AOP Deductible - Per Occurrence	\$ 5,000		
Wind & Hail Deductible - Per Occurrence	1%		
Business Income & Extra Expense - Per Occ.	24HR		
Flood	\$ 25,000		
Quake	\$ 25,000		

**CITY OF LONGVIEW
INSURANCE**

RFP #1920-43 CITY OF LONGVIEW PROPERTY & CASUALTY

INLAND MARINE - EQUIPMENT		DID YOU QUOTE PER THIS? YES / NO	IF NO WHAT DID YOU QUOTE
Total Equipment Limit	\$ 3,519,282		
Valuation	ACV		
Coinsurance	None		
Deductible - Per Occurrence	\$ 1,000		
FINE ARTS		DID YOU QUOTE PER THIS? YES / NO	IF NO WHAT DID YOU QUOTE
Total Limit	\$ 327,500		
Valuation	Agreed Amount		
Coinsurance	None		
Deductible	\$ 1,000		
GENERAL LIABILITY		DID YOU QUOTE PER THIS? YES / NO	IF NO WHAT DID YOU QUOTE
General Aggregate	\$ 2,000,000		
Products & Completed Operations Aggregate	\$ 2,000,000		
Each Occurrence	\$ 1,000,000		
Personal & Advertising Liability	\$ 1,000,000		
Fire Legal Liability	\$ 1,000,000		
Medical Payments	\$ 10,000		
Employee Benefits Liability Aggregate	\$ 2,000,000		
Employee Benefits Liability Occurrence	\$ 1,000,000		
Sudden Pollution Aggregate	\$ 2,000,000		
Sudden Pollution Per Occurrence	\$ 1,000,000		
Blanket Additional Insured	Yes		
Blanket Waiver of Subrogation	Yes		
Primary & Non-Contributory	Yes		
Deductible	None		
General Liability - Specific Designated Premises Limits			
Longview Mall - Community Police Par-20 Office Lease Requirements			
and Stroh Lease of 50.2444 Acres used for Soccer Fields			
General Aggregate	\$ 4,000,000		
Each Occurrence	\$ 2,000,000		
LAW ENFORCEMENT LIABILITY		DID YOU QUOTE PER THIS? YES / NO	IF NO WHAT DID YOU QUOTE
Aggregate	\$ 2,000,000		
Per Occurrence	\$ 1,000,000		
Deductible - Per Occurrence	\$ 25,000		
PUBLIC ENTITY MANAGEMENT LIABILITY		DID YOU QUOTE PER THIS? YES / NO	IF NO WHAT DID YOU QUOTE
Aggregate	\$ 2,000,000		
Per Occurrence	\$ 1,000,000		
Deductible - Per Occurrence	\$ 25,000		
EMPLOYMENT PRACTICE LIABILITY		DID YOU QUOTE PER THIS? YES / NO	IF NO WHAT DID YOU QUOTE
Aggregate	\$ 2,000,000		
Per Occurrence	\$ 1,000,000		
Deductible - Per Occurrence	\$ 25,000		
HEALTHCARE & SOCIAL SERVICES PROFESSIONAL LIABILITY		DID YOU QUOTE PER THIS? YES / NO	IF NO WHAT DID YOU QUOTE
Aggregate	\$ 2,000,000		
Per Occurrence	\$ 1,000,000		
Deductible - Per Occurrence	\$ 25,000		
ABUSE & MOLESTATION		DID YOU QUOTE PER THIS? YES / NO	IF NO WHAT DID YOU QUOTE
Aggregate	\$ 2,000,000		
Per Occurrence	\$ 1,000,000		
Deductible - Per Occurrence	None		

**CITY OF LONGVIEW
INSURANCE**

RFP #1920-43 CITY OF LONGVIEW PROPERTY & CASUALTY

AUTO LIABILITY & PHYSICAL DAMAGE		DID YOU QUOTE PER THIS? YES / NO	IF NO WHAT DID YOU QUOTE
Combined Single Limit Liability	\$ 1,000,000		
Uninsured Motorist Liability	\$ 1,000,000		
Underinsured Motorist Liability	\$ 1,000,000		
Hired & Non-Owned Auto Liability	\$ 1,000,000		
Hired Car Physical Damage	\$ 50,000		
Medical Payments	\$ 25,000		
Blanket Additional Insured	Yes		
Blanket Waiver of Subrogation	Yes		
Primary & Non-Contributory	Yes		
Liability Deductible	None		
Comprehensive Deductible	\$ 10,000		
Collision Deductible	\$ 10,000		
Maximum Each Occurrence	\$ 20,000		
WORKERS COMPENSATION		DID YOU QUOTE PER THIS? YES / NO	IF NO WHAT DID YOU QUOTE
Each Accident	\$ 1,000,000		
Disease - Each Employee	\$ 1,000,000		
Disease - Policy Limit	\$ 1,000,000		
Blanket Waiver of Subrogation	Yes		
Deductible	None		
ANIMAL THEFT, MEDICAL & MORTALITY		DID YOU QUOTE PER THIS? YES / NO	IF NO WHAT DID YOU QUOTE
1 Scheduled Canine	\$ 12,500		
Surgery	\$ 5,000		
Loss of Use	\$ 10,000		
Vet Fee - Injury (Usual & Customary)	Included		
Deductible	None		
UNMANNED AIRCRAFT (DRONE) LIABILITY		DID YOU QUOTE PER THIS? YES / NO	IF NO WHAT DID YOU QUOTE
Aggregate	\$ 1,000,000		
Per Occurrence	\$ 1,000,000		
Deductible	None		
UMBRELLA		DID YOU QUOTE PER THIS? YES / NO	IF NO WHAT DID YOU QUOTE
Aggregate	\$ 10,000,000		
Per Occurrence	\$ 10,000,000		
Retention	None		

EXPLANATIONS / PERFORMANCE GUARANTEES / COMMITMENTS

Cost:

1. Describe any additional options you have provided in your quote to reduce fixed cost and any data driven analytics that support that potential for savings.

Cost Containment / Innovative Solutions:

2. Provide your companies current overall average deduction percentage from medical bill review for workers compensation claims
3. Does your carrier keep any of the medical bill reduction or charge anything for it? If so, please describe and would you commit to waiving?
4. Please describe your company's ability to reduce claims expense for the City via any tools, resources, networks, discounts, etc.
5. What % of claims are closed by your company within 60 days for the following:
 - a. Property
 - b. Auto
 - c. Workers Compensation
6. Does your company have any proactive health risk management solutions or incentive allowances? (money or vouchers for healthclubs, work hardening, etc.)

Enhanced Coverages / Claims Solutions:

7. Please provide a list of all coverage enhancements to what we have requested be quoted for:
 - a. Property
 - b. General Liability
 - c. Auto
 - d. Law Enforcement Professional Liability
 - e. Public Entity Management Liability
 - f. Employment Practices Liability
 - g. Equipment
 - h. Workers Compensation
 - i. Fine Arts
 - j. Animal Mortality & Theft
 - k. Abuse & Molestation
 - l. Watercraft
 - m. Healthcare Professional Liability
 - n. Special Events Coverage – Fireworks, Rodeo
 - o. Day Care / Camps / Recreational & Athletic Programs
 - p. Public Parks & Pools, Public Water Works & Utilities
8. Please describe any enhancement to normal claims service your company provides.

Communication:

9. Please describe access to safety material for City employees
10. Please provide names, safety credentials and provide bios for the safety specialist that will be specifically assigned to the City of Longviews's account and the category of any other safety specialist the City would have access to if they were needed or requested.
11. Please describe any of your company's online resources or tools that the City will have access to.
12. Please provide what areas of your company's service will the City have access to bilingual capabilities in spanish and any other languages.

Claims Processing:

13. Will your company commit to acknowledging claims and providing assigned adjuster information within 24 hours of being notified by the City of a claim?
14. What are your company's current claims closure rates by month for workers compensation?
15. Please describe your company's claims reserving practice methodology.
16. What is your company's claims handling and procedures? (i.e. claims service standards & response time minimum standards, access to adjusters notes, dedicated claims liaison, in person quarterly claims reviews, etc.)
17. Will the City be provided a dedicated claims team? (Please provide names, claims credentials and bios)

Integrated Systems / Technology Initiative:

18. Does your company have a client RMIS and will the City have access to it? (Please explain in detail your RMIS, the tools and resources the City would have access to on it.)

Past Performance:

19. Please explain past experience you have working with the City.
20. Please explain the amount of experience you have working with HUB INTERNATIONAL.
21. Please provide your company's A.M. Best Company rating.

REQUIRED FORMS

The following forms must be filled out and turned in with bid in order for submitting vendor to be considered responsive. Failure to include the following forms, signed and dated, may result the bid being rejected.

Proposal Response including Completed Submission Forms	References
Bidder Certification and Addenda Acknowledgment	Respondent's Information Form
Bidder Information	Conflict of Interest Questionnaire
Certification Regarding Debarment	HB 89

SCHEDULE of KEY EVENTS		
NO.	ACTIVITY	DATE – TIME
1	RFP Advertised in local paper	May 28, 2020 & June 4, 2020
2	RFP Released to Market	May 28, 2020
3	RFP Posted to https://LongviewTexas.gov/Bids	May 28, 2020
4	Questions Deadline	June 12, 2020 5:00 pm
5	Questions Answered and Addendum posted	June 19, 2020 @ 5:00 p.m.
6	Proposals Due	June 29, 2020 @ 3:00 p.m.

RFP CHECKLIST

CHECK OFF EACH OF THE FOLLOWING AS THE NECESSARY ACTION IS COMPLETED:

- ☐ 1. THE PROPOSAL HAS BEEN SIGNED AND DATED.
- ☐ 2. ANY PREMIUMS AND TOTALS HAVE BEEN CHECKED.
- ☐ 3. YOU HAVE COMPLETED ELECTRONIC VERSION OF THE SUBMISSION FORM IN FULL IN THE EXCEL FILE DOCUMENT & INCLUDED IT IN THE THUMB DRIVE COPY OF YOUR RESPONSE.
- ☐ 4. ADDENDUM (IF ANY) HAS BEEN ACKNOWLEDGED AND INCLUDED.
- ☐ 5. CIQ FORM AND CERTIFICATION REGARDING DEBARMENT COMPLETED
- ☐ 6. THE CORRECT NUMBER OF PROPOSAL COPIES ENCLOSED

CITY OF LONGVIEW**ONE (1) COMPLETE ORIGINAL****TWO (2) COMPLETE COPIES****ONE (1) COMPLETE ELECTRONIC/THUMB DRIVE COPY WITH ALL DOCUMENTS**

- ☐ 6. COPY OF MOST RECENT ANNUAL REPORT/COMPANY FINANCIALS
- ☐ 7. THE MAILING ENVELOPE HAS BEEN ADDRESSED TO
- ☐ 8. THE MAILING ENVELOPE HAS BEEN SEALED AND MARKED WITH THE:
RESPONDENT'S NAME, ADDRESS, RFP NUMBER, TITLE, AND DUE DATE

HAND DELIVERED OR

MAILED VIA FEDEX / UPS

IF MAILING VIA USPS:

<u>Physical Address</u>	<u>Mailing Address</u>
City of Longview Purchasing Manager – Jaye Latch 300 W. Cotton Street Longview, TX 75601 (903) 237-1324	City of Longview Purchasing Manager – Jaye Latch P.O. Box 1952 Longview, TX 75606 (903) 237-1324

BIDDER CERTIFICATION AND ADDENDA ACKNOWLEDGEMENT

By signature affixed, the bidder certifies that neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such firm, corporation, or institution has violated the anti-trust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such fine of business.

Bidder has examined the specifications and has fully informed themselves as to all terms and conditions. Any discrepancies or omissions from the specifications or other documents have been clarified with City representatives and noted on the bid submitted.

Bidder guarantees product offered will meet or exceed specifications identified in this RFP.

Bidder must initial next to each addendum (if more than 1 is required) received in order to verify receipt:

Addendum #1_____Addendum #2_____Addendum #3_____

Bidder Must Fill in and Sign:

NAME OF FIRM/COMPANY: _____

AGENTS NAME: _____

AGENTS TITLE: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE & FAX NUMBERS _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

BIDDER INFORMATION FORM

FULL LEGAL RESPONDENT/COMPANY NAME: _____

BUSINESS STREET ADDRESS: _____

BUSINESS MAILING ADDRESS: _____

BUSINESS TELEPHONE NUMBER: _____

BUSINESS FAX NUMBER: _____

COUNTY: _____ MINORITY OWNED: _____ #OF EMPLOYEES: _____

CORPORATION: _____ PARTNERSHIP: _____ PROPRIETORSHIP: _____ L.L.C.: _____ L.L.P.: _____

YEAR EST: _____ NO. OF YEARS IN BUSINESS: _____ FEDERAL ID NO.: _____

NATURE OF BUSINESS: _____

PRINCIPALS:

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

BANK REFERENCE: _____

NAME OF BANK OFFICER: _____

ADDRESS / CITY / STATE / ZIP: _____

PHONE NO.: _____

VENDOR REFERENCES

Please list three (3) current and three former references, **other than the City of Longview**, who can verify the quality of service your company provides. The City prefers references from customers/governmental entities of a similar size and with a scope of work consistent with this RFP.

CURRENT - REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

CURRENT - REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

CURRENT - REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

Certification Regarding Debarment

CONTRACTOR INFORMATION

Name: _____

Address: _____

Principal Contact: _____

Tax ID Number: _____

Project Number: _____

Project Name: _____

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Indicate in the appropriate box which statement applies to the covered potential contractor:

- ☐ The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- ☐ The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification

The undersigned certifies that the potential contractor will not knowingly enter into any subcontract with a person who is excluded, debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the city of Longview, Texas. The undersigned further certifies that the potential contractor will include this section regarding exclusion, debarment, suspension, ineligibility and voluntary exclusion without modification in any subcontracts or solicitations for subcontracts.

The undersigned swears that he/she is authorized to legally bind the prospective contractor to the above-described certification and is fully aware that this certification is made under penalty of perjury under the laws of the State of Texas.

Signature/Authorized Certifying Official

Typed Name and Title

Prospective Contractor/Organization

Date Signed

State Contractor License No. (if any)

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.		OFFICE USE ONLY
1	Name of vendor who has a business relationship with local governmental entity.	Date Received
2	<input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
3	Name of local government officer about whom the information is being disclosed. <div style="text-align: center; border-top: 1px solid black; margin-top: 10px;">Name of Officer</div>	
4	Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. <div style="margin-top: 20px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? <div style="text-align: center; margin-top: 10px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div></div> <div style="margin-top: 20px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? <div style="text-align: center; margin-top: 10px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div></div>	
5	Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.	
6	<input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).	
7	<div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="border-top: 1px solid black; width: 45%; text-align: center;">Signature of vendor doing business with the governmental entity</div><div style="border-top: 1px solid black; width: 45%; text-align: center;">Date</div></div>	

**City of Longview
House Bill 89 Verification**

Pursuant to Section 2270.002 of the Texas Government Code, the City of Longview is prohibited from entering a contract for goods or services unless the contract contains a written verification from the vendor that the vendor does not boycott Israel and will not boycott Israel during the term of the contract. The statute defines the phrase "boycott Israel" to mean, "...refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes."

There are certain exceptions to this requirement. Please examine the section below entitled "Claim an Exemption." If you qualify for one or more of the exemptions listed, please fill out the section entitled "Claim an Exemption," sign it, date it, and have your signature notarized. Do not fill out the section entitled "Verification that the Company Does Not Boycott Israel."

If you do not qualify for one of the listed exemptions, do not fill out the section entitled "Claim an Exemption." Instead, fill out the section entitled "Verification that the Company Does Not Boycott Israel," sign it, date it, and have your signature notarized.

Claim an Exemption

I, _____ (Person name), the undersigned representative of (Company or Business Name) _____ (hereinafter referred to as the "Company") being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the Company is exempt from the requirements of Chapter 2270 of the Texas Government Code because (check all that apply):

___ The Company is a sole proprietorship; or

___ The Company has less than 10 full-time employees; or

___ The value of the contract between the Company and the City of Longview is less than \$100,000.

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

STATE OF _____ §
COUNTY OF _____ §

On this day, BEFORE ME, the undersigned, personally appeared _____, the _____ of the Company, and personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual executed the instrument for purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 20____.

[SEAL]

NOTARY PUBLIC in and for the
State of _____

Verification that the Company Does Not Boycott Israel

I, _____ (Person name), the undersigned representative of
(Company or Business Name) _____
(hereinafter referred to as the "Company") being an adult over the age of eighteen (18) years of age,
after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the
Company, under the provisions of Chapter 2270 of the Texas Government Code:

- a. Does not boycott Israel currently; and
- b. Will not boycott Israel during the term of the contract between the Company and the
City of Longview, Texas.

DATE _____ SIGNATURE OF COMPANY REPRESENTATIVE

STATE OF _____ §
COUNTY OF _____ §

On this day, BEFORE ME, the undersigned, personally appeared _____, the
_____ of the Company, and personally known to me or proved to me on the basis of
satisfactory evidence to be the individual whose name is subscribed to the within instrument and
acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature
on the instrument, the individual executed the instrument for purposes and consideration therein
expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 20____.

[SEAL]

NOTARY PUBLIC in and for the
State of _____

14 ATTACHMENTS

1. 1920-43 RFP City of Longview Property & Casualty Insurance
2. Excel File Workbook – City of Longview Exposure Basis for RFP #1920-43
3. City of Longview Acord Apps RFP #1920-43
4. City of Longview – Travelers Main Application
5. City of Longview – Travelers Public Entity Management Liability Application
6. City of Longview – Travelers Public Entity Employment Practices Application
7. City of Longview – Travelers Law Enforcement Liability Application
8. City of Longview – Travelers Healthcare Professional Application
9. City of Longview – Travelers Abuse Application
10. City of Longview – Travelers Utility Information Application
11. City of Longview – Travelers Recreational Activities Application
12. City of Longview – Travelers Drone Application
13. City of Longview TMLRP 5 Yrs Loss Runs - All lines as of 2-20-2020
14. Excel File Document Submission Form for City of Longview for RFP #1920-43